Brecksville-Broadview Heights
City School District

STUDENT ACTIVITY HANDBOOK

Consolidated Compliance Edition

AUGUST, 2026

Incorporates Board Policies as revised through September 17, 2025
Policy Manual: go.neola.com/bbhcsd-oh/policy
Supersedes the July 2025 Handbook and separately attached appendices

About This Edition

This handbook consolidates the Student Activity Handbook and its former appendices (the Licensure Code of Professional Conduct for Ohio Educators and Board Policies 6610, 5830, 9700, 3210, and 9211) into a single self-contained document. The operative requirements of each policy are integrated directly into the procedural sections where Advisors actually need them; ***full policy text resides in the District Policy Manual at go.neola.com/bbhcsd-oh/policy and is not reproduced here.***

The document is organized for annual compliance maintenance:

- Section 13 (Policy Compliance Crosswalk) maps every handbook section to its governing authority and the policy revision date incorporated. To update the handbook each year, compare the crosswalk dates against the current Policy Manual at go.neola.com/bbhcsd-oh/policy; only sections tied to a revised policy require substantive review.
- Section 14 (Annual Update Checklist) lists the district-specific items that change every year regardless of policy activity: account codes, club rosters, contacts, and dates.

> *Where this handbook and current Board Policy conflict, Board Policy controls. Report any conflict to the Treasurer's office so the handbook can be corrected.*

Table of Contents

1. Introduction and Fund Structure

This handbook explains the responsibilities and procedures for handling the financial matters related to managing Brecksville-Broadview Heights City School District Student Activity Funds. As a Student Activity Advisor, Music Director, or Athletics Coach (“Advisor”), it is your responsibility to follow these procedures to ensure compliance with state law and Board of Education policy.

1.1 Legal Basis

Ohio Revised Code 3315.062 permits a board of education to expend funds for student activity programs. If more than fifty dollars ($50) a year is received through a student activity program, the monies must be paid into an activity fund established by the Board. The Board adopts regulations governing the establishment and maintenance of such funds, including a system of accounting to separate and verify transactions, show revenue sources, amounts collected, and purposes of expenditure. Expenditures from the fund are subject to Board approval.

Under Board Policy 6610, each activity must be recognized by the Board of Education before monies can be collected or disbursed in its name, and every proposed expenditure must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose. The Board has authorized the Treasurer/CFO to act on its behalf in reviewing and approving each expenditure.

1.2 200 Funds — Student-Managed Activities

200 Funds account for student activity programs that involve student participation in the activity where the District has administrative involvement. This typically includes student activities with a student body, student president, student treasurer, and faculty Advisor. All decisions are to be made by the student membership. An Advisor's signature is required on all paperwork. For donations or expenditures not listed in the approved Purpose and Policy Statement, a signed authorization form (signed by all officers and the Advisor) must be submitted.

1.3 300 Funds — District-Managed Activities

300 Funds account for student activity programs that have student participation but not student management. This usually includes athletic programs, but can also include band, cheerleaders, flag corps, and similar activities. Athletic Directors are responsible for these funds and activities throughout the year, and the Athletic Director's signature is required on all paperwork.

1.4 Reports and Records

Monthly financial reports will be issued upon request to Advisors for verification of deposits and expenditures and should be retained in the activity file. Retain copies of all paperwork in an orderly manner (purchase orders, fundraiser forms, receipts, deposit slips, budgets) for reference. All records must be retained for seven (7) years.

2. Annual Authorization: Purpose and Policy Statement and Budget

No activity fund may operate in a school year until both annual forms below are approved. Both are submitted digitally through Givebacks.

- Annual Purpose and Policy Statement for Student Activities — completed and approved annually for each activity fund that remains in existence. It documents the purpose clause (narrative purpose of the group), objectives, planned sources of income, and planned uses of income.

- Annual Statement of Budget for Student Activity Fund — completed by the Advisor annually, listing beginning balance, all anticipated revenue (including pay-to-participate fees and every potential fundraiser or donation), all permissible expenditures, and estimated ending balance.

Approval routing: Advisor → Building Principal → District Treasurer → Board of Education.

2.1 Consequences of Non-Submission

- No deposit shall be accepted nor expenditure paid from any activity fund for which both approved forms are not on file.
- No commitment for fundraisers or expenditures may be made unless included in the approved forms.
- Any fundraising activity not listed as an anticipated source of revenue will not be approved.
- Any expenditure not named on both forms will not be approved.

> *Approval of a student activity does not indicate approval of a supplemental (paid) position.*

3. Responsibilities of the Student Activity Advisor

- Proper completion of all forms pertaining to the student activity fund.
- Keeping accurate records of money collected and deposited, an accurate inventory of merchandise offered for sale, and an accurate record of purchase orders received.
- Supervising the collection and proper deposit of all monies for group activities. ***No money is to be kept in classrooms or offices.*** Monies must be deposited with the Treasurer's office within one (1) business day of collection.
- Instructing club officers on proper procedures for depositing money and requesting expenditures.
- Ensuring serially-numbered tickets or a ticket sales log are used at any event where admission is charged, and submitting the beginning and ending ticket numbers with the deposit information for the event.
- Resolving any discrepancies in deposits and working with student officers to ensure proper accounting going forward.
- Using only the activity fund account established by the District for all financial activity of the group. No other accounts are permitted. Booster clubs handle booster club funds; school groups may not use booster or other outside accounts to circumvent District procedures.
- Reviewing the Final Forms roster and taking attendance any time a club meeting or gathering occurs; attendance is turned in to the building Administrative Assistant.

4. Purchasing

> ***NO PURCHASE SHALL BE MADE WITHOUT A FULLY EXECUTED PURCHASE ORDER SIGNED BY THE DISTRICT TREASURER****. Any person making a purchase without first obtaining a purchase order is personally liable for the items purchased; neither the District nor the activity fund will assume responsibility for unauthorized purchases.*

4.1 Requisition Process

Requisition forms are available on the [BBH - District Hub]() and are turned in to the building Administrative Assistant. Requisitions must include:

- Vendor name, complete address, telephone number, and vendor number if known.
- Shipping destination and date initiated.

- Quantity, specific item descriptions (catalog or part number, color, size), unit price, and price extension.
- 10% shipping and handling added unless actual charges are known.
- Account code information and any special instructions (deadline dates, "DO NOT MAIL," return to originator for phone order).

Required approval: Advisor; Building Principal (200 Funds) or Athletic Director (300 Funds); District Treasurer. The Treasurer's office creates the purchase order from the approved requisition and returns a copy to the Advisor. Telephone orders may be placed only after the purchase order has been signed by the District Treasurer.

4.2 Blanket Purchase Orders

> **One blanket per account code, per vendor.** Buying from several vendors means a separate requisition for each.

What it is. A blanket purchase order is a standing order for repeat purchases from one vendor, against one account code, up to a set dollar limit, for a defined period no longer than 90 days or the length of the OHSAA season, whichever is longer. Think of it like a tab at one store: one vendor, one account code, a spending cap, and a closing date. You draw against it with each order until it is used up or expires, instead of writing a fresh purchase order every time.

The key limit. Board policy allows only one active blanket per account code at a time, tied to one vendor. You cannot open several blankets to several vendors to pre-fund a season of shopping. That is the whole tool.

What it is not. A blanket is not a lump sum set aside for planned purchases across different vendors. Bundling multiple vendors onto a single purchase order, such as a $2,000 order meant to cover a mix of items from various places, is not permitted. Every requisition gets two checks before approval: that the money is there, and that the purchase matches what your group was approved to spend in its Annual Purpose and Policy Statement and Budget. A bundled order makes both checks impossible, because we cannot see what is being bought, from whom, or whether it fits your budget. Approving it would mean signing a blank check. It removes the budget safeguard for your group, fails the Auditor of State requirement that every expenditure trace to an approved purpose, and leaves you personally responsible, since anyone who makes a purchase not covered by a purchase order can be held liable for the cost.

The fix. Buying from one vendor repeatedly on one account code? Use a blanket. Buying from several vendors? Submit a separate requisition for each. A few extra minutes keeps every purchase approvable, your budget clean, and you protected at audit.

4.3 Public Purpose Standard

All purchases must comply with Board Policy [6610]: the expenditure must relate to achieving one or more of the stated purposes for which the activity is organized and must serve a valid and proper public purpose. Charitable donations are permissible so long as both criteria are met and the donation conforms to the Treasurer/CFO's guidelines for activity fund expenditures.

- A purchase shall not be approved if it accrues to the personal benefit of a staff member or a member of the student group.
- Monies are not to be disbursed to a class or group for any activity or event occurring after the students have graduated.
- Purchases made from fundraising proceeds must benefit the students, present and future, involved in the activity.

4.4 Sales Tax and Hotels

Sales tax cannot be paid or reimbursed unless it is an unavoidable expense (for example, out-of-state hotels that do not honor Ohio tax-exempt status). An Ohio tax-exempt form is available from the Treasurer's office. Hotel pricing should be obtained in advance so payment can be coordinated with the Treasurer's office to avoid sales tax; vendors typically require payment by District check or credit card.

4.5 Camp Workers and Clinicians

- District employees working camps or clinics: hiring approval through Human Resources and the Board is required, with payment through payroll and fringe benefit charges assessed to the activity account.
- Non-employees meeting the IRS independent contractor definition: payment via purchase order and approved invoice is permissible. If the definition is not met, the HR/Board hiring and payroll process applies.
- BBHCSD students working these events: a credit to the pay-to-participate fee is preferred, although payment of a nominal amount via purchase order and approved invoice is permissible.

Direct questions on hiring or payment well in advance of the event to allow time for background checks and approvals.

4.6 Spirit Wear and Apparel

Team spirit wear or club purchases must be handled through the established activity fund accounts under standard purchasing procedures, whether purchases are voluntary or required. Obtain multiple prices to ensure best pricing for members. Only District-approved logos are permitted on apparel sold through the schools.

5. Deposits and Cash Handling

- Funds must be organized and deposited daily with the Treasurer's office — within one (1) business day of collection per Board policy.
- Include with each deposit: a completed Deposit Slip form, currency with bills facing the same direction, and coins wrapped (loose coins in a marked envelope).
- **Dual control:** all money is counted by the student officer in the presence of the Advisor (where applicable) and verified by the Advisor.
- The Advisor retains copies of all deposit forms for seven (7) years.
- Deposits are posted regularly by the Treasurer's office, and a receipt is returned to the Advisor for verification of each deposit submitted.

5.1 Admission Events and Tickets

- Pre-numbered tickets must be used for all events with paid admission.
- A detailed, numbered ticket tally sheet must track ticket numbers, purchaser names (for student-only events such as prom and dances), and money collected.
- Ticket tally sheets must be attached to the deposit paperwork submitted to the Treasurer's office.

5.2 Checks

Checks should be made payable to: Brecksville-Broadview Heights City School District, BBHCSD, Brecksville-Broadview Heights High School, BBHHS, Brecksville-Broadview Heights Middle School, or BBHMS.

5.3 Payment Timing

- Anticipate the need for checks: allow a minimum of three (3) school days to process paperwork.
- In an extreme emergency a check can be issued within one (1) school day, but all approved documentation must reach the Treasurer's office first.
- The vendor's invoice must be dated after the purchase order date in order to make payment.
- The Advisor provides invoice approval to the Treasurer's office; payment is processed in the next check run after receipt of the invoice and approval.

6. Fundraising Activities

6.1 Approval Before the Event — Givebacks

The Advisor must initiate the online "Request for Approval of Fundraising Event" form on the Givebacks portal before each proposed activity (including camps and clinics) for approval by the Principal (200 Funds). The "Request for Approval of Athletic Fundraising Event" form is used for Athletic (300) Funds. Submissions route through building administration, the Operations Coordinator, the Fiscal office, and finally the Treasurer's office; submitters are notified in Givebacks when all approvals are complete.

- Portal access: contact your building's administrative assistant or athletic secretary; direct issues to the Operations Coordinator.
- High School: brecksville-broadviewheightshigh.givebacks.com • Middle School: brecksville-broadviewheightsmiddle.givebacks.com

Merchandise or services for the fundraiser must be ordered via requisition, approved by the Principal or Athletic Director, and forwarded to the Treasurer's office before any purchase. No exceptions — no purchase is a legal expenditure of public funds without a fully executed purchase order signed by the District Treasurer.

6.2 Report After the Event

The online "Fundraising Report After Completion of Fundraising Event" (or the Athletic version) must be completed by the Advisor after all income is deposited and all invoices are paid, **within 14 days of completion of the event.** Extension requests must be submitted in writing to the Treasurer's office. The report reconciles net profit (gross sales less cost of merchandise) as required by the Auditor of State, and must disclose unsold, lost, or damaged merchandise. The Advisor retains copies of all associated forms; the District retains the profit/loss data for audit.

- Camps and clinics require the same profit/loss statement, plus a list of registrant names, amounts paid, dates paid, and payment types, along with related expenditures.
- Advisors should compare multiple vendors to ensure the activity receives the best pricing and profit; Givebacks also offers fundraising platform options worth reviewing.

6.3 Requirements from Revised Policy 5830 (September 17, 2025)

> *Policy 5830 was substantially revised after the July 2025 handbook was published. The following requirements are binding and are new or strengthened relative to prior guidance.*

- Food and beverage fundraisers: any fundraiser — including those run by student clubs, parent groups, or boosters — selling food or beverages to students for consumption on campus during the school day (from the midnight before until thirty minutes after the end of the official school day) must comply with the USDA Dietary Guidelines for Americans and USDA Smart Snacks in School nutrition standards, consistent with Policy 8550 (Competitive Foods).

- Crowdfunding: crowdfunding for a classroom, school, or extracurricular activity, or for supplemental resources, may be permitted only with the specific approval of the Superintendent.
- District name and assets: use of the District's name, logo, or any assets — including facilities, technology, and communication networks — for fundraising is prohibited without the specific permission of the Superintendent.
- “Fundraising” includes giving away goods or services while suggesting a monetary donation.
- Off-grounds fundraising by approved school organizations is permitted only under the Superintendent's administrative guidelines.

6.4 Student Fundraising Conditions (Administrative Guidelines 5830)

- Minimal instructional time may be used to plan, conduct, assess, or manage a fundraiser unless part of an approved course of study.
- Fundraising on District premises must not interfere with any co-curricular or extra-curricular activity, and fundraising students may not interfere with students in other activities to solicit funds.
- Student participation in fundraisers of groups they do not belong to must be voluntary and approved by the student's teacher or counselor.
- No student of any age may participate in off-District fundraising without proper supervision by approved staff or other adults.
- Contracts with outside merchandise suppliers are reviewed by the Principal and signed by the staff member in charge, who is personally responsible for the merchandise and monies collected. Contracts must specify that unsold, resaleable merchandise can be returned for full credit; the District is not responsible for unsold merchandise that cannot be returned.
- A service-for-money activity (such as a car wash) must be supervised at all times by a professional staff member responsible for proper service and for the safety of students and property.
- Fundraisers requiring students to exert themselves physically beyond their normal pattern (such as “runs for…”) must be monitored by a staff member trained to recognize and address over-exertion.

7. Ethics and Prohibited Practices

This section consolidates the financial-conduct requirements formerly attached as appendices: Board Policy 3210 (Staff Ethics, revised September 17, 2025), the Licensure Code of Professional Conduct for Ohio Educators (Principle 7), and the vendor compensation provisions of Policy 5830.

7.1 Vendor Compensation — Absolute Prohibition

Advisors shall not accept any form of compensation from vendors that might influence their selection of a fundraising vendor or product, shall not accept any compensation from a vendor after a decision has been made, and shall not enter into any contractual arrangement providing compensation from a vendor that provides a fundraising activity or product. Compensation includes cash, checks, stocks or securities, and gifts such as electronics, discount certificates, travel vouchers, tickets, passes, and other things of value. If an Advisor receives such compensation, even unsolicited, the Advisor shall notify the Treasurer in writing and transmit the compensation to the Treasurer at the earliest opportunity.

7.2 Staff Ethics Standards (Policy 3210)

- Honestly account for all funds committed to your charge.
- Refuse to accept anything of value offered to influence judgment.
- Refuse compensation from any source other than the Board for the performance of official duties unless pre-approval is secured from the Superintendent or designee.

- Pledge that your actions, and those of others on your behalf, are not made with intent to advance private economic interests.
- Refrain from using District or professional privileges for personal or partisan advantage, and from using relationships with students for personal gain.

7.3 Licensure Code, Principle 7 — Financial Management

Educators shall ensure all school funds and accounts are managed responsibly and transparently and that school property, public funds, and fees paid by students or the community are not used for personal gain. Conduct unbecoming includes, among other things: failing to transparently account for and manage school-related funds in accordance with Board policy and Auditor of State rules; failing to account for funds collected from students, parents, or community members; commingling public or school-related funds with personal funds or accounts; submitting fraudulent reimbursement requests; accepting vendor gifts for personal use exceeding $25 in value; and failing to pay a finding for recovery issued by the Auditor of State. Violations carry presumptive licensure discipline ranging from a letter of admonishment to revocation, in addition to any local discipline.

7.4 Quick Reference — Never Permitted

- Purchases without a fully executed purchase order (personal liability attaches).
- Expenditures for the personal benefit of staff or student group members.
- Disbursements for events occurring after the students have graduated.
- Outside bank accounts for school groups, or routing school funds through booster accounts.
- Keeping collected money in classrooms or offices, or holding it beyond one business day.
- Commingling public funds with personal funds or accounts.
- Accepting vendor compensation or gifts in connection with fundraising or purchasing decisions.

8. Booster Clubs, Support Organizations, and Special Interest Groups

Booster clubs, parent associations, and similar groups are governed by Policy 9211 (District Support Organizations, revised April 16, 2025) and Policy 9700 (Relations with Special Interest Groups, revised September 17, 2025). The points most relevant to Advisors:

- Support organization funds are private funds, entirely separate from student activity funds. Proceeds from support organization fundraisers shall not be commingled with a student activity or other Board account; Board employees who commingle such proceeds are subject to discipline.
- School employees and Board-approved volunteers may not be directly compensated in any manner by District support organizations, and school employees and Board members may not manage or have sole access to support organization funds.
- No administrative employee of the District may serve as an officer of a booster organization seeking Board recognition.
- Support organizations may not use the District's tax identification number, and the District assumes no responsibility for their purchases.
- The time, date, purpose, location, and conduct of all support organization fundraisers on District property require prior administrative approval, and food/beverage sales to students during the school day are subject to the same Smart Snacks standards described in Section 6.3.
- Only organizations formally recognized by the Board may use the District name, logos, insignia, or emblems.

- Under Policy 9700, students, staff, and District facilities may not be used to promote the interests of any non-school organization without approval of the Board or its designee, and such approval is not an endorsement.

> *Practical rule for Advisors: if the money was raised by or for your school group, it belongs in your District activity account — never in a booster account, and never the reverse.*

9. Dormant Funds and Discontinued Activities

When a student activity group is dissolved or discontinued, remaining monies are disposed of in accordance with the recommendation approved by the Superintendent (Policy 6610). Available alternatives include:

- Authorized expenditures consistent with the activity's approved purpose.
- Donation of remaining funds to another student activity program.
- Transfer of funds in accordance with legal requirements (Ohio Revised Code 5705.14(D)).

10. Account Code Reference

> *ANNUAL UPDATE SECTION — verify all codes, clubs, and sports against the current Index of Budgetary Account Codes each year before republishing.*

10.1 How to Read a Budget Unit

Every activity has a budget unit — the string you copy onto requisitions and deposit slips. It is built from four parts:

Fund	SCC	Function	OPU
200 = Clubs • 300 = Athletics	Unique code for your activity (e.g., 902A)	Activity type (e.g., 4110)	102 = High School • 103 = Middle School

Example: Academic Challenge = 200 – 902A – 4110 – 102-00. Find your activity in the tables below and use its budget unit exactly as shown.

10.2 Object Codes (Purchases) and Receipt Codes (Deposits)

Add the correct object code to your budget unit on purchase orders, or the correct receipt code on deposits:

Object	Used For (Purchases)	Receipt	Used For (Deposits)
891	All purchases — 200 Funds (clubs)	R1610	Admissions / gate receipts
419	Contracted services / individuals — 300 Funds	R1620	Merchandise sales
519	Supplies / materials — 300 Funds	R1630	Dues / fees
640	Equipment — 300 Funds	R1690	Miscellaneous income
890	Dues, fees, awards, fundraiser products, other — 300 Funds	R1822	Contributions and donations

10.3 High School Clubs (200 Funds)

Activity	Budget Unit
Academic Challenge	200 – 902A – 4110 – 102-00
AP Biology	200 – 923A – 4117 – 102-00
Art Club	200 – 903A – 4111 – 102-00
Bee TV	200 – 948A – 4113 – 102-00
Biology Club	200 – 908A – 4117 – 102-00
Chinese Club	200 – 957A – 4126 – 102-00
Communications Club	200 – 958A – 4630 – 102-00
Concessions	200 – 946A – 4620 – 102-00
Drama Club	200 – 922A – 4113 – 102-00
Drumline (Indoor Percussion)	200 – 901A – 4134 – 102-00
French Club	200 – 904A – 4125 – 102-00
German Club	200 – 927A – 4126 – 102-00
HUDDLE	200 – 919A – 4630 – 102-00
Hy-Breeze	200 – 930A – 4690 – 102-00
International Club	200 – 921A – 4127 – 102-00
Key Club	200 – 932A – 4630 – 102-00
Marching Band	200 – 905A – 4134 – 102-00
Mock Trial	200 – 933A – 4118 – 102-00
Model UN	200 – 950A – 4118 – 102-00
Mu Alpha Theta	200 – 929A – 4115 – 102-00
Music in Motion	200 – 909A – 4138 – 102-00
Music in Our Schools	200 – 959A – 4131 – 102-00
National Art Honor Society	200 – 953A – 4111 – 102-00
National Honor Society	200 – 936A – 4141 – 102-00
Orchestra	200 – 937A – 4136 – 102-00
Photography Club	200 – 934A – 4110 – 102-00
Project Support – C.A.P.A.	200 – 949A – 4630 – 102-00
PROM (Jr. Class Project)	200 – 960A – 4670 – 102-00
RESPECT	200 – 954A – 4630 – 102-00
Robotics	200 – 955A – 4350 – 102-00
S.A.D.D.	200 – 942A – 4630 – 102-00
S.A.F.E.	200 – 944A – 4630 – 102-00
Science Olympiad	200 – 907A – 4117 – 102-00
Spanish Club	200 – 943A – 4128 – 102-00
Speech & Debate Club	200 – 951A – 4112 – 102-00

Activity	Budget Unit
Student Council	200 – 945A – 4610 – 102-00
Tri-M Society	200 – 952A – 4136 – 102-00
Yearbook (Annual)	200 – 900A – 4680 – 102-00
Youth in Government	200 – 947A – 4118 – 102-00

10.4 Middle School Clubs (200 Funds)

Activity	Budget Unit
Art Club	200 – 984A – 4111 – 103-00
Builders Club	200 – 980A – 4630 – 103-00
CARES	200 – 988A – 4630 – 103-00
Computer Club	200 – 981A – 4115 – 103-00
Honeycomb	200 – 982A – 4690 – 103-00
HUDDLE Junior	200 – 941A – 4630 – 103-00
Math Counts	200 – 987A – 4115 – 103-00
Model UN	200 – 985A – 4118 – 103-00
Music Fund	200 – 983A – 4136 – 103-00
Power of the Pen	200 – 990A – 4110 – 103-00
Robotics Club	200 – 955B – 4350 – 103-00
Science Olympiad	200 – 907B – 4117 – 103-00
Stage Crew	200 – 986A – 4113 – 103-00
Yearbook	200 - 989A - 4680 - 103 - 00

10.5 High School Athletics (300 Funds)

Activity	Budget Unit
Athletics HS Resale	300 – 955R – 4510 – 102-00
Baseball	300 – 914A – 4511 – 102-00
Basketball – Boys	300 – 914C – 4512 – 102-00
Basketball – Girls	300 – 914B – 4532 – 102-00
Bowling	300 – 914D – 4552 – 102-00
Cheerleading – Fall	300 – 914E – 4553 – 102-00
Cheerleading – Winter	300 – 914G – 4553 – 102-00
Cross-Country (Boys/Girls)	300 – 914H – 4523 – 102-00
Football	300 – 914I – 4516 – 102-00
Golf – Boys	300 – 914K – 4524 – 102-00
Golf – Girls	300 – 914J – 4544 – 102-00
Gymnastics	300 – 914L – 4545 – 102-00

Activity	Budget Unit
Hockey	300 – 914M – 4517 – 102-00
Honeybees	300 – 914N – 4590 – 102-00
Lacrosse – Boys	300 – 914P – 4519 – 102-00
Lacrosse – Girls	300 – 914O – 4539 – 102-00
OHSAA Tournaments	300 – 9014 – 4510 – 102-00
Soccer – Boys	300 – 914R – 4513 – 102-00
Soccer – Girls	300 – 914Q – 4533 – 102-00
Softball	300 – 914S – 4534 – 102-00
Swimming & Diving	300 – 914T – 4553 – 102-00
Tennis – Boys	300 – 914V – 4526 – 102-00
Tennis – Girls	300 – 914U – 4546 – 102-00
Track & Field – Boys	300 – 914X – 4527 – 102-00
Track & Field – Girls	300 – 914W – 4547 – 102-00
Volleyball – Boys	300 – 914Z – 4515 – 102-00
Volleyball – Girls	300 – 914Y – 4535 – 102-00
Wrestling	300 – 915A – 4528 – 102-00
Wrestling Tournament	300 – 990A – 4510 – 102-00

10.6 Middle School Athletics (300 Funds)

Activity	Budget Unit
Athletics MS Resale	300 – 985R – 4510 – 103-00
MS Basketball – Boys	300 – 980A – 4512 – 103-00
MS Basketball – Girls	300 – 980A – 4532 – 103-00
MS Cheerleading	300 – 980A – 4553 – 103-00
MS Cross Country – Boys	300 – 980A – 4523 – 103-00
MS Cross Country – Girls	300 – 980A – 4543 – 103-00
MS Football	300 – 980A – 4516 – 103-00
MS Track & Field – Boys	300 – 980A – 4527 – 103-00
MS Track & Field – Girls	300 – 980A – 4547 – 103-00
MS Volleyball	300 – 980A – 4535 – 103-00

11. Forms Reference

The following forms support the procedures in this handbook. The two annual forms are submitted digitally through Givebacks; paper versions may be copied as needed from the Treasurer's office or staff portal. Step-by-step Givebacks screenshots have been removed from this handbook — current walkthroughs are maintained on the BBH - District Hub, where they can be updated whenever the platform changes without republishing this handbook.

Form	When Used	Where
Annual Statement of Budget for Student Activity Fund	Annually, before any deposit or expenditure	Givebacks (digital submission)
Annual Purpose and Policy Statement for Student Activities	Annually, before any deposit or expenditure	Givebacks (digital submission)
Requisition Request Form	Before every purchase	BBH - District Hub
Deposit Slip	With every deposit (daily)	BBH - District Hub
Request for Approval of Fundraising Event (regular and Athletic versions)	Before every fundraiser, camp, or clinic	Givebacks portal
Fundraising Report After Completion of Fundraising Event (regular and Athletic versions)	Within 14 days after every fundraiser	Givebacks portal
Officer/Advisor Authorization Form	For donations or expenditures not listed in the approved Purpose and Policy Statement (200 Funds)	Treasurer's office

12. Treasurer's Office Contacts

> *ANNUAL UPDATE SECTION — verify names, extensions, and email addresses each year.*

Contact	Phone	Email
Cheryl Moser – Fiscal Assistant	(440) 740-4021	moserc@bbhcsd.org
Liz Olexa – Assistant to the Treasurer	(440) 740-4023	olexae@bbhcsd.org
Rachel Blanchette – Operations Coordinator	(440) 740-4016	blanchetter@bbhcsd.org
Craig Yaniglos - Treasurer/CFO	(440) 740-4020	yaniglosc@bbhcsd.org

13. Policy Compliance Crosswalk

This table is the annual maintenance engine of the handbook. Each year, compare the "Revision Incorporated" column against the current Policy Manual at go.neola.com/bbhcsd-oh/policy (Board policies are in the Policy Manual; AG 5830 and other administrative guidelines are in the Administrative Guideline Manual at the same site). If a governing policy has a newer revision date, review and update the mapped handbook section; if the dates match, the section requires no substantive change.

Handbook Section	Governing Authority	Revision Incorporated	Current per Manual?
1. Introduction / Fund Structure	ORC 3315.062; Policy 6610	Sept 17, 2025	
2. Annual Authorization	Policy 6610; AOS Guidelines (June 2018)	Sept 17, 2025	
3. Advisor Responsibilities	Policy 6610; AG 5830; ORC 9.38	Sept 17, 2025	
4. Purchasing	Policy 6610; ORC 5705.41	Sept 17, 2025	
5. Deposits & Cash Handling	ORC 9.38; Board deposit policy	Sept 17, 2025	
6. Fundraising	Policy 5830 & AG 5830; Policy 8550	Sept 17, 2025	
7. Ethics	Policy 3210; Licensure Code (2019); Policy 5830	Sept 17, 2025	
8. Support Organizations	Policy 9211; Policy 9700	Apr 16, 2025 / Sept 17, 2025	
9. Dormant Funds	Policy 6610; ORC 5705.14(D)	Sept 17, 2025	
10. Account Codes	OAC 117-2 / 117-6 (USAS); District Index	FY 2025-26	
11. Forms	Districtwide administrative practice	FY 2025-26	
12. Contacts	District staffing	FY 2025-26	

Additional authorities referenced throughout: Auditor of State Guidelines for Student Activity Programs (June 2018); AOS Bulletins 2000-006 and 2000-015 (private travel vendor compensation); Ohio Ethics Commission Advisory Opinions 2000-04 and 2001-04; ORC 9.38 (deposit timing); ORC 3313.51 (treasurer as custodian).

14. Annual Update Checklist

Complete each summer before republishing. Items 1–4 change every year regardless of policy activity; items 5–7 depend on the crosswalk review.

#	Task	Done
1	Update cover date and "incorporates policies through" date.	
2	Verify Section 10 account codes and club/sport lists against the current Index of Budgetary Account Codes; add new clubs, remove dissolved ones.	
3	Verify Section 12 contacts (names, phones, emails).	

4	Confirm Givebacks URLs and portal workflow are current; update staff portal walkthroughs if the platform changed.	
5	Run the Section 13 crosswalk against the current Policy Manual at go.neola.com/bbhcsd-oh/policy; update any section whose governing policy shows a newer revision date.	
6	Confirm the Licensure Code of Professional Conduct has not been reissued by the State Board (last adopted Sept 17, 2019).	
7	Check for new Auditor of State bulletins or guideline updates affecting student activities.	
8	Route the updated handbook for Board approval and record the approval date below.	

Board Approval Date: ______________________